



## ***BAE: Business Analysis Essentials***

**Objective:** Business Analysis Essentials is a two-day intensive course for a business analyst or a person who has interests to develop knowledge and skills in the business analysis area. Participants has opportunity to learn in the overall process, tools and necessary techniques of business analysis and able to apply them in the real-world situations to improve the way to transform the requirements to the solutions that meet the stakeholder's needs and expectations.

**Who Should Attend:** People who involve in projects as:

- Business Analyst, Business System Analyst, System Analyst
- End Users (who have to participate in IT projects or work closely with IT organization)
- Business Consultant
- Project Manager, Program Manager
- Software Development Manager
- Relationship Manager in IT organization

**Course Benefit:** Participants will learn how to:

- Describe the key functions performed by a Business Analyst
- Apply business analysis practices through the use of the IIBA A Guide to the Business Analysis Body of Knowledge (BABOK Guide)
- Leverage the communication and interpersonal skills for business analysis
- Select appropriate business analysis techniques in requirement elicitation
- Discover the effective way to document the requirements
- Understand the method to prevent unsuitable requirements and handle changes

**Duration:** 2 days (12 hours), 09:00 – 16:00

**Training Date:** See Training Schedule on [www.knowledgetraining.com](http://www.knowledgetraining.com)

**Venue:** Jasmine City Hotel, Soi Sukhumvit 23, Klongtoey-Nua, Wattana, Bangkok

**Method:** Lecture and workshops

**Language:** Thai

**Instructors:** Arintra Punyayuttakan PMP, PMI-ACP, LeSS, CSQA, CSTE, CSPM, MCTS

**Registration:** Fill in the Registration Form in Training Schedule page of [www.knowledgetraining.com](http://www.knowledgetraining.com)

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## Course Outline:

### Business Analysis Essentials

- Project Management Overview
  - o Characteristic of Project
  - o Output & Outcome
  - o Project Management
  - o Project Life Cycle
  - o Project Life Cycle Selection
  - o Project Management Knowledge Areas
- Business Analysis Key Concepts
  - o Software Development Life Cycle (SDLC)
  - o Scope of Business Analysis Work in SDLC
  - o Roles and Responsibilities of Business Analyst
  - o Key Challenges of Business Analyst Work
  - o Underlying Competencies of Business Analyst
    - Communication Skills
    - Meeting Management Techniques
    - Building Trust and Relationship with Users & Stakeholder
    - Choose the Right Words, the Right Media for Users & Stakeholders
    - *Workshop: Choose The Right Words*
    - *Workshop: Building Trust and Relationship*
- Stakeholder Management for Business Analysis Work
  - o Identify Stakeholder in Software Development Project
  - o Stakeholder Classification
  - o Plan Stakeholder Engagement
  - o Stakeholder Engagement Techniques
  - o *Workshop: Stakeholder Management*
- Software Requirement Management Key Process
- Software Requirement Gathering
  - o Software Requirement Classification
  - o Objectives of Requirement Elicitation
  - o Requirement Elicitation Techniques
  - o Select Suitable Requirement Elicitation Techniques
  - o *Roleplay: Elicitation Techniques*
- Software Requirement Analysis and Modelling
  - o Objectives of Requirement Analysis and Modelling
  - o Define In Scope & Out of Scope
  - o Model Requirements
    - People & Roles
    - Rationale
    - Activity Flow
    - Capability
    - Data & Information
  - o Prioritize Requirements
  - o *Workshop: Analyze Users with Personas*

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- o *Workshop: Model Requirements with Use Case*
- Software Requirement Specification
  - o Objectives of Requirement Specification
  - o Benefits of Software Requirement Specification (SRS)
  - o Writing Requirement Specification
  - o Contents of Software Requirement Specification (SRS)
  - o Define Acceptance Criteria
  - o Software Requirement Specification (SRS) Samples
- Software Requirement Validation
  - o Objectives of Requirement Validation
  - o Examples of Good Requirement
  - o Good Requirement Attributes
  - o Trace Requirement with RTM
  - o Requirement Checklist

**Course Fee:** 15,900 Baht  
Early Bird 13,900 Baht - to be paid 2 weeks prior to training

| (Baht)          | Course Fee | VAT 7% | Total (No Withholding Tax) | Withholding Tax (3%) | Total with Withholding Tax |
|-----------------|------------|--------|----------------------------|----------------------|----------------------------|
| Normal Rate     | 15,900     | 1,113  | 17,013                     | 477                  | 16,536                     |
| Early Bird Rate | 13,900     | 973    | 14,873                     | 417                  | 14,456                     |

**Payment:** Transfer thru bank or pay cheque

1. By Cash – Please pay to the account name “บริษัท โนวเลดเจอร์ จำกัด”

| Bank  | Branch               | Account Type | Account No.   |
|---|----------------------|--------------|---------------|
|  | สุขาภิบาล 1 (บางบอน) | ออมทรัพย์    | 716-2-50476-7 |
|  | เซ็นทรัล พระราม 2    | ออมทรัพย์    | 436-1-49772-2 |

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2. By Cheque – Please pay A/C Payee Cheque to “Knowledgeger Co., Ltd.” (“บริษัท โนวเลดเจอร์ จำกัด”)

To complete the registration process, please scan and email the pay-in slip and withholding tax slip (if any) to [info@knowledgegertraining.com](mailto:info@knowledgegertraining.com). Knowledgeger will acknowledge the registration to the registrant and the HR/coordinator emails provided.

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ที่อยู่ในการออกเอกสารใบหักภาษี ณ ที่จ่าย  
บริษัท โนวเลดเจอร์ จำกัด สำนักงานใหญ่ เลขประจำตัวผู้เสียภาษี 0105555106113  
728 ซ. บางบอน 4 ซอย 7 แขวงบางบอน เขตบางบอน กทม. 10150